

PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
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*****VACANCY ANNOUNCEMENT*****

POSITION: Lube Technician

PROGRAM: Fleet Management Program

DEPARTMENT: Transportation

REPORTS TO: Fleet Management Director

STATUS: Non-Exempt

EMPLOYMENT STATUS: Full-time/Permanent

LOCATION: DOT Building, Concho, OK

ISSUE DATE: May 27, 2026

OPEN UNTIL FILLED

Duties and Responsibilities: Lube Technician is under the direct supervision of the Fleet Management Program Director. The Lube Technician shall be responsible for assisting to ensure safe repair and preventative maintenance of vehicles. Incumbent must be able to inspect, perform basic preventative maintenance, detailing of vehicles, assist in ordering parts, and take inventory. The Lube Technician is an entry-level position. The Lube Technician shall be subjected to work in conditions that include restricted movement, an environment with air contamination, intense noise, and around hazardous materials, and lifting or carrying heavy objects. The Lube Technician shall be expected to work under direction of the Fleet Management Program Director and assist in the performance of preventative maintenance procedures, records, and reports. Additional duties and responsibilities include:

JOB DUTIES:

- Must use safety equipment, supplies, and applicable procedures to auto mechanics;
- Must be willing to learn how to perform preventative and routine maintenance, repair and servicing of vehicles;
- Must be willing to learn how to change engine serpentine belts and replace windshield wipers;
- Must be willing to operate the fuel pump dispensers;
- Must be willing to clean and detail vehicles as needed;
- Must assist in performing road tests on all vehicles for the purpose of ensuring that vehicles are in safe operating order, cleared of any tools, and cleaned of any debris prior to release to clients/customers;

- Must report fire, sanitary and safety hazards and the need for repairs to appropriate supervisors;
- Must be willing to learn how to change vehicle engine oil, fluids and filters
- Must respond to immediate safety and/or operational concerns (e.g. facility damage, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues;
- Must be willing to learn the various local, state, federal, and district rules and regulations;
- Must be willing to learn and ensure equipment is maintained in a safe operating condition and notify supervisor when a vehicle needs further maintenance to keep vehicles in safe operating condition;
- Must be willing to pick up and drop off vehicles at repair shop vendors as needed;
- Must assist in the proper storing and shelving of equipment and other supplies in conformance with various local, state, federal, and district rules and regulations and maintain equipment in a safe operating condition;
- Must be able to incorporate new information or technology learned into existing job duties;
- Must be willing to learn methods of diagnosing, analyzing and repairing malfunctions of engines and auxiliary equipment;
- Must be willing to use a computer and software to enter and retrieve information for work assignments;
- Must maintain equipment rooms, shops, vehicles and tools.
- Must be willing to learn how to use a variety of hand and power tools and machinery to perform duties assigned, and operate equipment in a safe manner such as tire changing machinery;
- Must maintain cleanliness in equipment rooms, shops, vehicles and tools;
- Must be able to read and work from manuals, vehicle manufacturer's information sheets, and electrical schematics;
- Must observe safety requirements and safe work practices and methods as required. Must follow all applicable safety codes, factors, ordinances and regulations in performance of troubleshooting, diagnosis of vehicle failure and in the operation of any equipment and/or materials of auto mechanic duties;
- Must be able to regularly stand, walk, and sit for extended periods of time and have the ability to climb, stoop, kneel, reach, push, pull, grasp, and perform repetitive motions;
- Incumbents in this classification are assigned to work primarily in the trade of automotive mechanic however must be willing to assist in other duties as assigned or requested by supervisor(s);
- Incumbent must possess some knowledge in the proper use of a variety of tools and equipment and have basic knowledge of the terminology used in automotive service and repair work.
- Incumbents in this classification are an entry-level position under the direct supervision of the Fleet Management Director therefore incumbent must be able to understand and carry out oral and written instructions and will be required to follow directions accordingly.

QUALIFICATIONS:

- High School Diploma or GED equivalent and one year of experience
- Must be willing to proof read, verify comprehension, and provide proof of communication skills;
- Must be willing to attend training programs to ensure compliance with federal and/or state requirements;
- Must be willing to attend training programs to ensure completion of the Automotive Service Excellence Certification program;
- Must be able to lift a minimum of 50 pounds with no physical barriers.
- Applicant must possess, at minimal, a current Class D Driver's License for the State of Oklahoma;
- Proof of Knowledge, Skills, and Abilities (SKAs) in automotive repair, automotive maintenance, auto body repairs, or similar is preferred however not required;
- Must provide a current Motor Vehicle Report (MVR) for insurance purposes;
- Must adhere to pre-employment drug/alcohol screening and be willing to be subjected to random drug/alcohol tests as per the Tribes' Drug-Free Workplace Policy;
- Cheyenne-Arapaho Preference

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

Personnel Department

P.O. Box 167

Concho, OK 73022

Or e-mail: atisdale@cheyenneandrapaho-nsn.gov

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To view all our current vacancy announcements, please visit our website at: www.cheyenneandrapaho-nsn.gov